



# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Camp Rilea (Warrenton, OR)*



## NOTICE OF VACANCY

1. <u>Announcement Number</u>  <b>MP-11-0006-JL</b>	2. <u>Title, Series, Grade, Salary</u>  <b>Program Analyst (PD#20324-0) GS-0343-12 \$72,540 to \$94,300 per annum (Based on full-time employment)</b>	3. <u>Tour of Duty</u>  <b>8:00a – 4:30p M-F</b>	4. <u>Duty Station</u>  <b>Patient Care Services Portland Informatics Center Portland Division</b>
5. <u>Type &amp; Number of Vacancies</u>  <b>Permanent 1 Full-time position</b>	6. <u>Contact</u>  <b>Human Resources Assistant 503-273-5236</b>	7. <u>Opening Date</u>  <b>10/12/10</b>	8. <u>Closing Date</u>  <b>11/01/10</b>

**THIS POSITION IS IN THE BARGAINING UNIT**  
**WHO MAY APPLY TO THIS ANNOUNCEMENT:**

- Career or career conditional employees and permanent Title 38 and Title 38 Hybrid employees eligible under the interchange agreement and people eligible under special hiring authorities (See conditions of employment).
- ICTAP/CTAP eligible Federal Employees. (See conditions of employment).
- Noncompetitive appointment of certain military spouses. (See conditions of employment).
- VEOA (Veterans Employment Opportunity Act) eligible applicants (See conditions of employment).
- Schedule A Applicants (See conditions of employment).
- VRA (Veterans Readjustment Act) eligible applicants (See conditions of employment).

### **MAJOR DUTIES:**

The Program Analyst works in the Portland Center for the Informatics Excellence (PCIE) at the Portland VA Medical Center and reports to the PCIE Associate Directors. The purpose of this position is to develop, test, and implement clinical decision support tools and software utilizing various data architectural platforms to enhance clinical information systems; perform expert-level data extraction and analytics for evaluation of clinical intervention and programs; and synthesize findings from analyses to generate reports for stakeholders to support executive-level decision-making for all VA medical centers clinical operations. The Associate Directors of PCIE will determine priorities. The performance of PCIE is an integral part of supporting the mission and operations of the all VAMC's and VHA'S goal of creating safe, high quality clinical care programs within the most cost efficient model.

#### **Data Management and Software Development**

The incumbent will utilize expertise in clinical informatics to extract and organize data for interpretation critical for the development of clinical decision support (CDS) tools to enhance clinical care. Incumbent will identify user specifications, conduct data validation and source mapping, lead in software design, development, and testing to produce novel applications for use by clinicians. CDS tools will include enhanced functionality of the electronic medical record, such as, order menus and clinical protocols, as well as free-standing web-based programs to support clinical care. The incumbent will work with clinical stakeholders to understand user needs, preferences, identification of priority data elements, and necessary functions for optimal workflow. Incumbent will utilize information and expertise in clinical informatics techniques and best practice standards to design, develop, and test software to improve clinical operations based on stakeholders' identified needs and preferences. Testing of software will include a variety of metrics based on the specific project needs, including integration of internal and external data for usability, quantitative and qualitative data analysis for impact. Incumbent leads in the development of local data architecture and models to provide a foundation for database design that supports the Medical Center's clinical data needs. The incumbent will develop data models based on the knowledge of various architecture platforms (e.g. Oracle, SQL server, VISTA), relational and hierarchical database structures, (e.g. ER diagram, primary key, secondary key, data files, sub-files, pointer relations, etc), using various database languages (e.g. SQL, XML, etc), and Electronic Health Record systems, (e.g. CPRS). Incumbent will generate routine and ad-hoc reports using internal and external data sources to complete data requests with automated scripts for data extraction and processing that can be initiated by staff with minimal workload impact to generate rapid data output.

#### **Data Mining and Analytics**

The incumbent will conduct critical studies that provide the PCIE with in-depth analyses of specific clinical and operational issues as they relate to clinical best practices and operations, patient safety, and quality improvement for patient care. Incumbent designs metrics and criteria for evaluation utilizing appropriate testing methodology for valid interpretation of findings for clinical outcomes, program efficacy, financial, and operational impact. Incumbent extracts information from disparate internal and external data sources. The incumbent utilized data mining

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technology to search large volumes of data using statistical classification algorithms, association rules, and cluster analysis. Extracted data is organized in database management systems such as Microsoft Access, Microsoft SQL Server, or Oracle. Incumbent conducts complex analyses on extracted data to generate findings. The incumbent employs both descriptive and inferential statistics to describe a collection of data, recognize patterns, and draw inferences about the population being studied. The incumbent should have experience in both parametric and non-parametric statistical tests: t-tests (both independent sample and paired), Chi-Square tests, sign tests, Rank-Sum test, Spearman-Rank Correlation, Test of Randomness, 1- 2- way ANOVA, linear regression and logistic regression modeling. The incumbent will apply appropriate statistical tests according to the evaluation design, such as, case-control, pre-post, factorial, randomized block, etc. to analyze survey results, pre- and post-intervention treatment studies, and the analysis of the effectiveness of process interventions/improvements in both clinical and non-clinical settings. Data validation is accomplished through qualitative and quantitative analyses to confirm findings. Statistical analyses of validated data is interpreted and reported to PCECS and executive leadership for long range and short range strategic planning of clinical operations.

#### **Dissemination of Findings**

Incumbent presents findings and recommendations in reports to internal and external stakeholders and the PCIE in comprehensive project reports that incorporate user-friendly data displays, detailed methodology and validation of findings. Lead in authoring significant findings in manuscripts for publication in peer-reviewed scientific journals and/or presentation at national and international conferences to influence and develop the field of clinical informatics while promoting local innovation at the PVAMC.

### **QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-0343, Management and Program Analyst series applies and may be reviewed in the Human Resources Management Service Office or at the following link: <http://www.opm.gov/qualifications/Standards/group-stds/gs-admin.asp>. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" is applicable.

**TIME-IN-GRADE REQUIREMENT:** Applicants applying under Merit Promotion procedures must meet applicable time-in-grade requirements to be considered eligible. This means current or former Federal employees must have completed a minimum of 52 weeks at the next lower grade level GS-11 in order to qualify at the GS-12 position. This requirement is in addition to the experience required below.

**Specialized Experience:** You must have one year of specialized experience at a level close to the work of this job that has given you the particular knowledge, skills, and abilities required to successfully perform. To be creditable, specialized experience must have been equivalent to at least the next lower grade level, GS-11. Typically we would find this experience in work within this field or a field that requires skill as an expert analyst who has mastered the application of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems. Requires comprehensive knowledge of electronic health care record systems (CPRS), population health, benchmarking, mathematical modeling, statistical analyses, fiscal forecasting, database management systems, and advanced software applications. Requires advanced project management skills and proficiency in directing teams to develop informatics products, with demonstrated efficacy in managing implementation and hand-over of developed informatics tools.

**Education:** Not applicable

### **BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))**

***On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:***

1. Knowledge of and skill in health systems/clinical research data analysis, with skills in developing evaluation strategies to assess impact, refine product and coordinate project handover to stakeholders.
2. Knowledge of working experience with the management and organizational structure of a large government Medical Center or similar tertiary care VA Medical Center.
3. Knowledge of and skill in evaluation methodology and data analysis from various sources and reports, developing interpretations and recommendations pertinent to clinical program operations.
4. Knowledge of and skill in developing and data bases and analysis techniques pertinent to clinical projects, as well as project findings, and clinical program recommendations to various stakeholders and leadership in verbal and written forms as well as participate in authorship for scholarly papers for broad dissemination of data.

### **CONDITIONS OF EMPLOYMENT:**

- **Priority Consideration:** Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligible's will be considered well qualified if they can perform the duties of the position at the full performance level and specialized experience can include responding to technical questions regarding patient right, responsibilities and medical eligibility for care. Receives and processes applicants for admission and outpatient treatment and makes patient appointments and helps determine patient eligibility benefits.

- Federal Employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.
- **Noncompetitive Appointment of Certain Military Spouses**
  - Spouses of armed forces members who are involved in a Permanent Change of Station (PCS): You must include a copy of the service member's PCS Orders authorizing the spouse to accompany the service member and proof of marriage to the service member.
  - Spouses of armed forces members who retired or were released from active duty with a 100% disability: You must include proof that service member was released or discharged from active duty due to a service-connected disability, documentation of 100% disability, and proof of marriage to the service member.
  - Un-remarried widows or widowers of armed forces members killed while on active duty: You must include proof of service member's death while on active duty and proof of marriage to the service member.
- **VEOA** (Veterans Employment Opportunities Act) Veterans who are preference eligible's or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service. For information regarding Veterans' Preference please visit the following website:  
<http://www.opm.gov/staffingPortal/Vetguide.asp>
- **VRA** (Veterans Recruitment Appointment) eligible applicants: Veterans who are Disabled veterans; or Veterans who served on active duty in the Armed Forces during a war, or in a campaign or expedition for which a campaign badge has been authorized; or Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal was awarded; or Recently separated veterans. Note: Not all 5-point preference eligible veterans may be eligible for a VRA appointment. For information regarding Veterans' Preference please visit the following website:  
<http://www.opm.gov/staffingPortal/Vetguide.asp>
- **Schedule A** special hiring authority covers applicants with mental and physical disabilities. In order to be considered under this special hiring authority applicants need to provide proof of disability and job readiness certification. The proof of disability and job readiness certification can be provided by the following: 1) a statement or letter on a physician's/medical professional's letterhead; 2) statement, record or letter from a Federal Government agency that issues or provides disability benefits; 3) statement, record or letter from a State Vocational Rehabilitation Agency counselor; or 4) certification from a private Vocational Rehabilitation or other Counselor that issues or provides disability benefits. More information regarding this special hiring authority can be found at [www.opm.gov/disability/aboutus.asp](http://www.opm.gov/disability/aboutus.asp)
- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment maybe denied..
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

## **HOW TO APPLY:**

### **Portland VAMC Permanent employees submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (Due **11/08/2010**).
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (Optional)
4. OF-612 and/or Resume.

### **Other VA Permanent Employees submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume

- instead of OF-612. (Required).
2. Latest SF-50, Notification of Personnel Action (Required)
3. [VAF 4676a, Employee Supplemental Qualifications Statement](#) .
4. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (Optional).
5. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later)
6. Latest performance appraisal

**Non VA Applicants submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612.
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Veterans Preference: (Required if Veterans Preference is being used for status)
  - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later) (if applicable)
  - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later if applicable.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates are recommended to submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement.
6. A copy of your college transcripts (Optional unless education is required).

**All application packets must be received in Human Resources by Close of Business (COB) on 11/01/10.**

Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr> .

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: MP-11-0006-JL**

PO Box 1034

Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

**Or emailed to: [PortlandVAJobs@va.gov](mailto:PortlandVAJobs@va.gov)**

**APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**